

Office of the Attorney General
Human Resources
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Indianapolis, IN 46204
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL COLLECTIONS/BANKRUPTCY SECTION

Description:

- Assist with and communicate statewide initiative to reduce the instances of public fraud, while collaborating with public officials, public school officials, public organizations and representative groups, insurance and surety companies, and local prosecutors.
- Represent the State Board of Accounts (SBOA) in local trial courts around the state in all stages of litigation, including depositions, mediations, hearings, and trials.
- Draft and file Temporary Restraining Orders, Prejudgment Attachments, Complaints, and various other pleadings, responses, and briefs.
- Maintain a close working relationship with the SBOA including Field Examiners, Supervisors, Deputy Examiners, and the State Examiner.
- Perform legal research and consult with the SBOA on a variety of issues, including insurance law, surety law, and the responsibilities of public officials.
- Work with opposing counsel, surety companies, insurance companies, state and federal law enforcement officials, and state and federal prosecutors to secure the recovery of public funds.
- Communicate with local government units about the progress of public corruption cases and work together to recover public funds.
- Other tasks as assigned.

Minimum Qualifications:

- Prior litigation experience in state or federal courts strongly preferred.
- Knowledge of court procedures and policies, state statutes, legal research methods, Microsoft Word and computer equipment and software.
- Ability to handle large caseload. Attorney must manage cases by filing pleadings, responding to agency inquiries, attending hearings and trials.

- Excellent communication skills. Position requires regular communication with client agencies regarding relevant information necessary for determining the appropriate action in the assigned cases.
- Must be licensed to practice law in the State of Indiana.